
To: All Rental Housing Tax Credit Recipients

Notice: MFD-11-08

From: IHCDA Multi Family Department

Date: March 18, 2011

Re: **AMENDED 2011 RHTC Compliance Manual & Forms**

Part I: Amended Text in 2011 Compliance Manual

IHCDA has posted an amended version of the 2011 Compliance Manual online. If you have previously downloaded the 2011 Manual, please delete and download the new edited version. If you have previously printed the 2011 Manual, please print off the amended pages listed below. Please note: The print version of the manual that will be handed out at IHCDA compliance trainings will be the amended version with the following changes.

Page 23/24- Clarified to round up when calculating the number of units needed for utility allowance consumption data

Page 37- Fixed elderly housing descriptions by removing “or disabled.” The exception to the familial status protected class under Fair Housing for elderly projects does not state that the units in elderly housing can be rented to disabled individuals. The “or disabled” distinction may apply at projects with other federal funding sources (such as RD or Section 8) but not to tax credit only projects. Projects with these other funding sources should check those program regulations for further details.

Page 41- Added information on handling over-income units for RHTC with HOME

Page 48- Added comment on delayed Social Security payments

Page 54- Clarified that the procedures for adding new household members is only for adult household members

Page 58- Updated list of lease requirements

Page 60- Added clarification on termination of tenancy relating to student status changes

Glossary- fixed formatting issues and added definition for “sub-metering”



Part II: Amended Forms

IHCDA amended the following forms in Appendix D of the 2011 Compliance Manual so that they auto-calculate.

- #22: Tenant Income Certification
- #34: Extended Use Annual Household Rent & Update Form
- #38: HOME Tenant Income Certification
- #40: Pay Stub Income Calculation Worksheet
- #41: Employment Verification Income Calculation Worksheet

IHCDA also amended the utility allowance spreadsheets in Appendix G to fix formatting and rounding errors.

